

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Beneficiary Designation Update

Dear [Employee Name],

This letter is to formally acknowledge that we have received and processed your request to update your beneficiary designations for the following corporate benefits:

- [Benefit Name 1, e.g., Group Life Insurance]
- [Benefit Name 2, e.g., Retirement Plan/401k]
- [Benefit Name 3, e.g., Accidental Death & Dismemberment]

Our records have been updated effective [Date of Update]. These changes supersede any previous designations on file.

We recommend that you keep a copy of your submitted forms for your personal records. It is also advisable to review your beneficiary designations annually or whenever you experience a major life event, such as marriage, divorce, or the birth of a child.

If you have any questions regarding your benefits or notice any discrepancies in your account portal, please contact the Human Resources Department at [Phone Number] or via email at [Email Address].

Thank you for keeping your employee records current.

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]